

EFFECTIVE

May 1, 2023.

Subject(s)**Administrative Policy Technology (AP) 204, User Assigned IT Assets**

MDHHS employees, contractors, and partners have access to the IT assets needed to perform work activities and functions assigned to them while also responsibly managing the financial resources of the department.

MDHHS user hardware and user software standards are based on the standards established by the [Department of Management and Budget \(DTMB\)](#).

IT related equipment and peripheral devices (such as printers, desktop scanners, etc.) not defined in this policy as user hardware are the responsibility of the program area to manage, fund, and procure; see Bureau of Grants and Purchasing.

Employee, contractor and partner use of IT assets is covered by [DTMB 1340.00.130.02, Acceptable Use of Information Technology](#).

Computers are protected by a service protection plan. Repair requests are coordinated through the DTMB Help Desk. MDHHS does not assign loaner computers while a machine is being repaired. If a device is non-functional, the user will receive a replacement device while the original computer is repaired. The repaired computer will be added to the department's inventory for redeployment.

Reason: New policy item.

**MANUAL
MAINTENANCE
INSTRUCTIONS**

Added Items ...

[APT 204](#)